

### ***CIVIL LEGAL PROCESS CLERK III***

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#### **DEFINITION**

Under general supervision, performs difficult and complex clerical work in processing activities within the Civil Department; provides technical assistance in more complex and non-routine activities; provides technical review of work; assists with planning and prioritizing work, implementing procedures and staff training. May act as supervisor as deemed appropriate; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the expert class in the Legal Process classifications. Employees in this class perform a variety of complex document processing duties and provide technical guidance to other Legal Process Clerks. Legal Process Clerk III's typically have a broad understanding of civil court operations, rather than knowledge limited to specific procedures, enabling them to resolve complex problems. Employees in this class may be assigned to perform work in any functional area of document processing.

Legal Process Clerk III is distinguished from Legal Process Clerk II in that the former acts as a lead worker and performs work assignments of complex difficulty, with a higher level of technical skills, while the latter has demonstrated competency in several functional areas of document processing. A Legal Process Clerk III operates with more independence of action and exercises more independent judgment and discretion than a Legal Process Clerk II.

#### **TYPICAL TASKS**

- Leads others engaged in document and file preparation, processing, and maintenance;
- trains, coaches, and reviews the work of others;
- serves as technical resource within assigned specialty area or unit of Civil Department;
- receive, examine, review, prepare, process and maintain a variety of legal documents in the family law, civil, appeals, and small claims categories;
- verify, enter, track and retrieve information from automated and manual record-keeping systems;
- initiate, update and maintain court calendars and case files;
- prepare and process appeals in accordance with all applicable statutes;
- collect and process filing fees, bail and other payments at the public counter and/or through the mail and balance daily cash receipts;
- prepare correspondence related to legal filing, legal processes, court procedures, court calendars, payment information, community service obligations, as well as respond to any inquiries regarding specific cases;
- examine legal documents for correctness of form and format, sufficiency of information and conformance with legal procedures for filing misdemeanor, felony, traffic, juvenile and appeals matters;
- explain applicable regulations, policies and procedures;
- provides attorneys and litigants with non-legal information relative to the completing, filing, issuing and serving of documents;

- complete forms according to reporting regulations.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Office practices and procedures to include:

- the format of business correspondence to include correct spelling, grammar, punctuation and the usage of the English language;
- proper telephone etiquette;
- alphabetical, numerical and chronological sequences used in filing;
- the correct operating usage of standard office equipment and personal computers;
- standard office procedures.

The purpose and process of diverse court related legal documents pertaining to legal process work of the Civil Department of the Superior Court which include:

- data entry procedures;
- laws, codes, ordinances; legal terminology and judicial rules;
- record maintenance procedures;
- resources and information sources for clerical and technical materials;

### **Ability to:**

- use a variety of computer programs relevant to duties of position;
- learn internal and external policies, procedures, rules, legal terminology and organization;
- gain knowledge of pertinent laws, codes and ordinances;
- keyboard accurately at a corrected speed of 45 net wpm;
- perform duties under pressure and with many interruptions;
- deal with the public with tact and courtesy;
- read and comprehend material;
- follow written and oral instructions;
- communicate effectively to establish and maintain effective working relationships;
- understand, explain, and apply specific statutes, codes, laws, regulations and procedures;
- prepare and process a variety of legal documents;
- maintain complex legal records and files;
- locate, identify and correct technical inaccuracies;
- act as a lead worker and direct the work of subordinates;
- acquire specialized knowledge of a complex function within the Superior Court.

## **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs., such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

## **EXPERIENCE/EDUCATION**

Date Established: March 4, 2004

Date of Last Revision: August 29, 2005

FLSA: Non-exempt

Approved (by CEO): September 20, 2005

Classification Code: 204

Bargaining Unit: 20

Job Grade: G23

Either A: Three years clerical experience which must have involved the filing and indexing of civil legal documents; OR B: Two years experience equivalent to a Court Legal Process Clerk II with civil experience.

Completion of the twelfth grade or equivalent.

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